Purchasing

Mission Statement

To assist City Departments in obtaining the highest quality supplies and services for the best possible price through a transparent competitive bidding procedure in accordance with all state and local laws; as well as to provide mailroom and print shop services.

Fiscal Year 2013 Accomplishments

Public Bids - Made significant revisions to bid and contract documents

Education - Educated managers and staff on procurement law through 11 site visits

Policies & Procedures - Prepared and implemented surplus property procedures

Public Bids - Issued 151 bids through 4/9/2013, with an imputed savings of over \$4 million

Fiscal Year 2014 Desired Outcomes

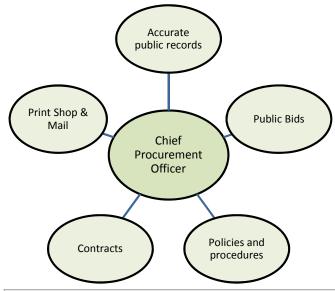
Policies - Integrate concise and clear policies and procedures

Records - Maintain accurate and informative vendor records

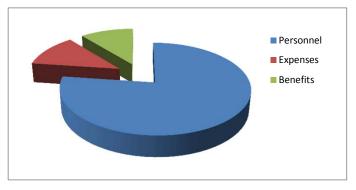
Public Bids - Timely, transparent, competitive bidding procedure for all public bids

Education - Provide accurate and helpful information to city departments

Print Shop - Increase capacity of the City's print shop



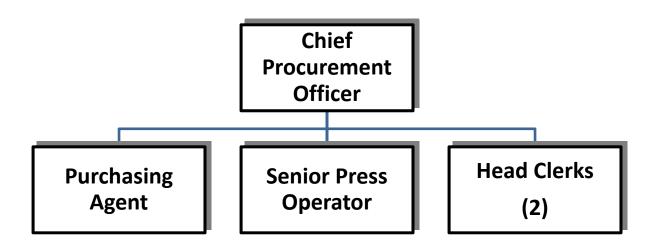




Department Detail										
	<	 				<-Adj Budget-> <-Proposed->				
	 FY2009	 FY2010		FY2011		FY2012		FY2013		FY2014
Expenditure by Core Function										
Personnel	\$ 304,582	\$ 314,873	\$	302,298	\$	264,845	\$	310,557	\$	313,246
Expenses	\$ 35,889	\$ 43,329	\$	43,777	\$	26,917	\$	63,806	\$	48,800
Benefits	\$ 47,405	\$ 48,553	\$	56,097	\$	36,459	\$	47,196	\$	43,884
Total	\$ 387,876	\$ 406,755	\$	402,172	\$	328,221	\$	421,559	\$	405,930
% Incr		4.87%		-1.13%		-18.39%		28.44%		-3.71%
Personnel										
Full-Time	6	6		6		5		5		5
Part-Time	0	0		0		0		0		0
Total	6	6		6		5		5		5

Purchasing Department			<u> </u>	Ma	yor	's C	Outo	com	<u>ies</u>	
Outcome #1 - Concise and clear policies and procedures	Current	Target	#1	#2	#3	#4	<u>#5</u>	#6	<u>#7 #</u>	8
Strategy #1. Revise and rewrite City of Newton Purchasing Ordinance										
Complete initial draft of ordinance for review	N/A	Nov 2013							Х	
Collect and incorporate feedback on draft ordinance from working group	N/A	Jan 2014							Χ	
Present final draft to Mayor for approval	N/A	Feb 2014							Х	
Present to Board of Alderman for approval	N/A	Mar 2014							Х	
Strategy #2. Establish and/or revise administrative policies and procedures for procureme										
Establish formal policy articulating bidding thresholds	N/A	Jun 2014							Х	
Establish formal policy articulating disposal of property	N/A	Jun 2014							Х	
Establish policy relating to the procurement process	N/A	Jun 2014							Х	
Outcome #2: Maintain accurate and informative vendor records	Current	<u>Target</u>	<u>#1</u>	<u>#2</u>	<u>#3</u>	<u>#4</u>	<u>#5</u>	<u>#6</u>	<u>#7 #</u>	<u>8</u>
Strategy #1. Implement department review of closed contracts										
Develop contractor review form	N/A	Dec 2013							Х	
Establish contractor review policy	N/A	Dec 2013							Х	
Outcome #3: Ensure transparent and competitive bidding	Current	<u>Target</u>	<u>#1</u>	<u>#2</u>	<u>#3</u>	<u>#4</u>	<u>#5</u>	<u>#6</u>	<u>#7</u>	<u>8</u>
Strategy #1. Promotion of prompt pay discount										
	_									
Evaluate possibility of incorporating prompt pay criteria in award	N/A	Dec 2013							Х	
Evaluate possibility of incorporating prompt pay criteria in award Outcome #4: Provide accurate, information procurement information to city	N/A	Dec 2013							X	
Evaluate possibility of incorporating prompt pay criteria in award Outcome #4: Provide accurate, information procurement information to city departments	N/A <u>Current</u>		<u>#1</u>	<u>#2</u>	<u>#3</u>	<u>#4</u>	<u>#5</u>	<u>#6</u>	X <u>#7</u> #	8
Evaluate possibility of incorporating prompt pay criteria in award Outcome #4: Provide accurate, information procurement information to city departments Strategy #1. Create monthly email newsletters summarizing purchasing	Current	<u>Target</u>	<u>#1</u>	<u>#2</u>	<u>#3</u>	<u>#4</u>	<u>#5</u>	<u>#6</u>	#7 <u>#</u>	8
Evaluate possibility of incorporating prompt pay criteria in award Outcome #4: Provide accurate, information procurement information to city departments Strategy #1. Create monthly email newsletters summarizing purchasing Design template for newsletter	·		<u>#1</u>	<u>#2</u>	<u>#3</u>	<u>#4</u>	<u>#5</u>	<u>#6</u>		8
Evaluate possibility of incorporating prompt pay criteria in award Outcome #4: Provide accurate, information procurement information to city departments Strategy #1. Create monthly email newsletters summarizing purchasing Design template for newsletter Strategy #2. Establish regular orientation and training sessions for new employees	Current N/A	Target Sep 2013	<u>#1</u>	<u>#2</u>	<u>#3</u>	<u>#4</u>	<u>#5</u>		#7 # X	8
Evaluate possibility of incorporating prompt pay criteria in award Outcome #4: Provide accurate, information procurement information to city departments Strategy #1. Create monthly email newsletters summarizing purchasing Design template for newsletter Strategy #2. Establish regular orientation and training sessions for new employees Create curriculum and training program	Current N/A N/A	Target Sep 2013 Sep 2013	<u>#1</u>	<u>#2</u>	<u>#3</u>	<u>#4</u>	<u>#5</u>		#7 # X	8
Evaluate possibility of incorporating prompt pay criteria in award Outcome #4: Provide accurate, information procurement information to city departments Strategy #1. Create monthly email newsletters summarizing purchasing Design template for newsletter Strategy #2. Establish regular orientation and training sessions for new employees Create curriculum and training program Number of trainings held	Current N/A	Target Sep 2013	#1	<u>#2</u>	<u>#3</u>	<u>#4</u>	<u>#5</u>		#7 # X	8
Evaluate possibility of incorporating prompt pay criteria in award Outcome #4: Provide accurate, information procurement information to city departments Strategy #1. Create monthly email newsletters summarizing purchasing Design template for newsletter Strategy #2. Establish regular orientation and training sessions for new employees Create curriculum and training program Number of trainings held Outcome #5: Increase capacity and capability of City print shop & mailing	Current N/A N/A	Target Sep 2013 Sep 2013							#7 # X	
Evaluate possibility of incorporating prompt pay criteria in award Outcome #4: Provide accurate, information procurement information to city departments Strategy #1. Create monthly email newsletters summarizing purchasing Design template for newsletter Strategy #2. Establish regular orientation and training sessions for new employees Create curriculum and training program Number of trainings held Outcome #5: Increase capacity and capability of City print shop & mailing Strategy #1. Enlarge knowledge-base of City print machinery	N/A N/A 0 Current	Target Sep 2013 Sep 2013 6 Target						<u>#6</u>	#7 # X X X X	<u>8</u>
Evaluate possibility of incorporating prompt pay criteria in award Outcome #4: Provide accurate, information procurement information to city departments Strategy #1. Create monthly email newsletters summarizing purchasing Design template for newsletter Strategy #2. Establish regular orientation and training sessions for new employees Create curriculum and training program Number of trainings held Outcome #5: Increase capacity and capability of City print shop & mailing Strategy #1. Enlarge knowledge-base of City print machinery Number of trainings provided and attended by print shop personnel	N/A N/A 0	Target Sep 2013 Sep 2013 6						<u>#6</u>	# 7 #	<u>8</u>
Evaluate possibility of incorporating prompt pay criteria in award Outcome #4: Provide accurate, information procurement information to city departments Strategy #1. Create monthly email newsletters summarizing purchasing Design template for newsletter Strategy #2. Establish regular orientation and training sessions for new employees Create curriculum and training program Number of trainings held Outcome #5: Increase capacity and capability of City print shop & mailing Strategy #1. Enlarge knowledge-base of City print machinery Number of trainings provided and attended by print shop personnel Strategy #2. Evaluate operational security of mail processes	N/A N/A 0 Current	Target Sep 2013 Sep 2013 6 Target 2						<u>#6</u>	#7 # X X X X X	<u>8</u>
Evaluate possibility of incorporating prompt pay criteria in award Outcome #4: Provide accurate, information procurement information to city departments Strategy #1. Create monthly email newsletters summarizing purchasing Design template for newsletter Strategy #2. Establish regular orientation and training sessions for new employees Create curriculum and training program Number of trainings held Outcome #5: Increase capacity and capability of City print shop & mailing Strategy #1. Enlarge knowledge-base of City print machinery Number of trainings provided and attended by print shop personnel	N/A N/A 0 Current	Target Sep 2013 Sep 2013 6 Target						<u>#6</u>	#7 # X X X X	<u>8</u>

PURCHASING



FUND: 01 - GENERAL FUND
DEPARTMENT: 105 - PURCHASING

CITY OF NEWTON BUDGET DEPARTMENT LEGAL LEVEL OF CONTROL

	ACTUAL 2011	ACTUAL 2012	AMENDED 2013	YTD 03/31/2013	RECOMMENDED 2014	CHANGE 2013 to 2014
DEPARTMENT SUMMARY						
51 - PERSONAL SERVICES	302,298	264,845	310,557	226,556	313,246	2,689
52 - EXPENSES	37,604	26,917	63,806	61,185	48,800	-15,006
58 - DEBT AND CAPITAL	6,173	0	0	0	0	0
57 - FRINGE BENEFITS	56,097	36,459	47,196	26,648	43,884	-3,312
TOTAL DEPARTMENT	402,172	328,220	421,559	314,388	405,930	-15,629
PURCHASING						
51 - PERSONAL SERVICES	247,376	209,373	252,495	185,033	253,559	1,064
52 - EXPENSES	18,191	18,868	37,398	35,235	24,600	-12,798
58 - DEBT AND CAPITAL	6,173	0	0	0	0	0
57 - FRINGE BENEFITS	40,529	20,378	30,893	14,758	26,789	-4,104
TOTAL PURCHASING	312,269	248,620	320,786	235,026	304,948	-15,838
TELECOMMUNICATIONS						
52 - EXPENSES	330	-671	0	15,004	0	0
TOTAL TELECOMMUNICATIONS	330	-671	0	15,004	0	0
PRINTING						
51 - PERSONAL SERVICES	54,922	55,471	58,062	41,523	59,687	1,625
52 - EXPENSES	19,083	8,720	26,408	10,945	24,200	-2,208
57 - FRINGE BENEFITS	15,568	16,081	16,303	11,890	17,095	793
TOTAL PRINTING	89,573	80,272	100,773	64,358	100,982	210

FUND: 01 - GENERAL FUND
DEPARTMENT: 105 - PURCHASING

CITY OF NEWTON BUDGET DEPARTMENTAL DETAIL

		ACTUAL FY2011	ACTUAL FY2012	AMENDED 2013	YTD 03/31/2013	RECOMMENDED 2014	CHANGE 2013 to 2014
105 - PURCHASIN	IG						
0110501 - PURC	CHASING						
PERSONAL S	ERVICES						
511001	FULL TIME SALARIES	243,351	202,723	248,450	180,988	250,809	2,359
513001	REGULAR OVERTIME	0	0	1,395	1,395	0	-1,395
514001	LONGEVITY	1,525	1,650	1,650	1,650	1,750	100
515005	BONUSES	1,000	4,000	0	0	0	0
515102	CLEANING ALLOWANCE	1,500	1,000	1,000	1,000	1,000	0
TOTAL	PERSONAL SERVICES	247,376	209,373	252,495	185,033	253,559	1,064
EXPENSES							
52401	OFFICE EQUIPMENT R-M	3,927	4,440	4,690	4,666	6,000	1,310
52408	DEPARTMENTAL EQUIP R-	0	0	180	49	0	-180
5274	RENTAL - EQUIPMENT	768	0	565	180	250	-315
5292	SOLID WASTE COLL/DISP	0	0	840	840	200	-640
5301	CONSULTANTS	0	2,500	1,650	1,500	0	-1,650
53401	TELEPHONE	594	578	648	378	600	-48
5341	POSTAGE	5,002	1,972	22,000	21,342	3,000	-19,000
5342	PRINTING	720	2,575	550	535	2,500	1,950
5343	ADVERTISING/PUBLICATIO	4,938	3,558	2,500	2,233	7,500	5,000
5420	OFFICE SUPPLIES	1,208	2,445	2,500	2,256	2,500	0
5711	IN-STATE CONFERENCES	850	650	800	780	1,250	450
5730	DUES & SUBSCRIPTIONS	185	150	475	475	800	325
TOTAL	EXPENSES —	18,191	18,868	37,398	35,235	24,600	-12,798
FRINGE BENE	EFITS						
57DENTAL	DENTAL INSURANCE	1,099	921	1,052	647	1,095	43
57HLTH	HEALTH INSURANCE	35,790	16,167	25,953	10,576	19,558	-6,395
57LIFE	BASIC LIFE INSURANCE	245	227	227	127	227	0
57MEDA	MEDICARE PAYROLL TAX	3,394	3,064	3,661	2,322	3,675	14
57OPEB	OPEB CONTRIBUTION	0	0	0	1,086	2,234	2,234
TOTAL	FRINGE BENEFITS	40,529	20,378	30,893	14,758	26,789	-4,104
DEBT AND CA	APITAL						
58514	OFFICE EQUIPMENT	6,173	0	0	0	0	0
TOTAL	DEBT AND CAPITAL	6,173	0	0	0	0	0
TOTAL PUR	CHASING	312,269	248,620	320,786	235,026	304,948	-15,838
0110502 - TELE	COMMUNICATIONS						
EXPENSES							
53401	TELEPHONE	330	-671	0	15,004	0	0
TOTAL	EXPENSES —	330	-671	0	15,004	0	0
TOTAL TELI	ECOMMUNICATIONS	330	-671	0	15,004	0	0

CITY OF NEWTON BUDGET DEPARTMENTAL DETAIL

		ACTUAL	ACTUAL	AMENDED	YTD	RECOMMENDED	CHANGE
	=	FY2011	FY2012	2013	03/31/2013	2014	2013 to 2014
0110503 - PRINT	ΓING						
PERSONAL S	ERVICES						
511001	FULL TIME SALARIES	53,472	54,014	56,187	41,190	57,812	1,625
513001	REGULAR OVERTIME	451	207	500	-1,042	500	0
514001	LONGEVITY	0	0	875	875	875	0
515005	BONUSES	500	750	0	0	0	0
515101	CLOTHING ALLOWANCE	500	500	500	500	500	0
TOTAL I	PERSONAL SERVICES	54,922	55,471	58,062	41,523	59,687	1,625
EXPENSES							
52401	OFFICE EQUIPMENT R-M	13,781	6,138	10,033	8,524	15,000	4,967
5343	ADVERTISING/PUBLICATIO	0	0	450	0	0	-450
5501	PRINTING SUPPLIES	5,252	2,472	15,725	2,311	9,000	-6,725
5581	UNIFORMS/PROTECTIVE	50	110	200	110	200	0
TOTAL I	EXPENSES	19,083	8,720	26,408	10,945	24,200	-2,208
FRINGE BENE	FITS						
57DENTAL	DENTAL INSURANCE	367	446	438	320	456	18
57HLTH	HEALTH INSURANCE	14,460	14,867	15,030	10,984	15,781	751
57MEDA	MEDICARE PAYROLL TAX	742	767	835	586	858	24
TOTAL I	FRINGE BENEFITS	15,568	16,081	16,303	11,890	17,095	793
TOTAL PRIN	ITING	89,573	80,272	100,773	64,358	100,982	210
TOTAL PURCH	ASING	402,172	328,220	421,559	314,388	405,930	-15,629

FUND: **01 - GENERAL FUND**DEPARTMENT: **105 - PURCHASING**

CITY OF NEWTON BUDGET PERSONAL SERVICES SUMMARY

			2014					
ACCOUNT	POSITION TITLE	RANGE	FTE	SALARY	RANGE	FTE	SALARY	
511001	CHIEF PROCUREMENT OFFIC	H12	1.0	86,837	H12	1.00	89,350	
	CONSTRUCTION CONTRACT A	S08	1.0	54,277	S08	1.00	55,847	
	HEAD CLERK	S06	1.0	45,518	S06	1.00	46,835	
	PURCHASING AGENT	H06	1.0	57,125	H06	1.00	58,777	
	SR PRESS OPERATOR	S07	1.0	56,187	S07	1.00	57,812	
	Account Totals:	=	5.0	299,944	-	5.00	308,621	
	Report Totals:	•	5.0	299,944	•	5.00	308,621	